

# VOLUNTARY TERMINATION FORM



EMPLOYEE SOCIAL SECURITY NUMBER \_\_\_\_\_

EMPLOYEE FIRST & LAST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**I WISH TO TERMINATE THE FOLLOWING VOLUNTARY PROGRAMS:**

☐ *Basic Dependent Life*

☐ *AD&D*

☐ *Short Term Disability*

☐ *Supplemental Life-EE*

☐ *Long Term Disability*

☐ *Supplemental Life-Spouse*

☐ *Cancer Insurance*

☐ *Supplemental Life-Child*

☐ *Major Illness*

☐ *Long Term Care: Employee*

☐ *Vision*

☐ *Long Term Care: Dependent*

\_\_\_\_Dependent \_\_\_\_Spouse \_\_\_\_All Coverage

When terminating dependent coverage for **Vision or Long Term Care**, list the name(s) and dates of birth for the dependents you are terminating coverage.

\_\_\_\_\_

***Qualifying Event & Date:***

*Divorce* \_\_\_\_\_

*Death* \_\_\_\_\_

*Loss of Eligibility* \_\_\_\_\_

*Other* \_\_\_\_\_

Documentation of a qualifying event must accompany this form for termination of voluntary benefits. Termination during the annual open enrollment period does not require supporting documentation.

***Employee Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_